

APPLICATION CHECKLIST

Check the following items for completeness

Form 424, Application for Federal Assistance (§4280.39(a) (1)

Note: The form must be completed in its entirety. Specifically check:

	<u>Yes</u>	<u>No</u>
a. Intermediary ID provided under Applicant Identifier	___	___
b. Intermediary's <u>Legal</u> Name provided	___	___
c. Ultimate Recipient's <u>Legal</u> Name provided	___	___
d. Total Project Cost provided	___	___
e. State Single Point of Contact, if applicable	___	___
f. Federal debt delinquency	___	___
g. Original signature in certification block	___	___

Intermediary Board Resolution (Section 4280.39(a) (2) :

a. Includes request for loan or grant by amount and purpose	___	___
b. Includes combined deferment/repayment period (if less than 10 years)	___	___
c. Includes statement that borrower has legal authority under its charter or Articles of Incorporation to enter into a loan or grant agreement in accordance with the provisions of 7 CFR Part 4280	___	___
d. (For RLF grants only) Includes commitment to provide and maintain general funds of no less than 20% of the grant amount in RLF account	___	___
e. Includes certification that borrower will comply with provisions of 7 CFR 4280, including assurance the project will not violate provisions listed in §4280.27, Ineligible Purposes, and compliance with provisions of §4280.30, Restrictions on Use of REDL or REDG Funds	___	___
f. Includes certification by Secretary of Board	___	___

Miscellaneous Federal Forms/Certifications (Section 4280.39(a3-a9)):

- | | | |
|--|-------|-------|
| a. Form AD 1047, Debarment Certification, Primary Covered Transactions | _____ | _____ |
| b. Form AD 1048, Debarment Certification, Lower Tier Covered Transactions | _____ | _____ |
| c. If real estate is involved, Form RD 400-4, Assurance Statement (Uniform Relocation Assistance and Real Property Acquisition Policy Act) | _____ | _____ |
| d. Lobbying Certification if loan is greater than \$150,000 and grant is greater than \$100,000 | _____ | _____ |
| e. Form LLL, Disclosure of Lobbying Activities, if applicable | _____ | _____ |
| f. (For grants) Form AD 1049, Drug-Free Workplace Certification | _____ | _____ |
| g. Seismic certification if building construction is proposed | _____ | _____ |
| h. Request for Environmental Information, RD Form 1940-20 | _____ | _____ |

Narrative section addressing project description and project costs (\$4280.39(b)(1)):

- | | | |
|--|-------|-------|
| a. Corporate history of Ultimate Recipient was provided | _____ | _____ |
| b. A detailed breakdown of total project costs was provided | _____ | _____ |
| c. A detailed summary of supplemental funds was provided | _____ | _____ |
| d. Status of commitment of supplemental funds was addressed | _____ | _____ |
| e. Specific purposes of loan funds were identified | _____ | _____ |
| f. New and existing employment was addressed | _____ | _____ |
| g. Loan terms and security arrangements between the Intermediary and Ultimate Recipient were addressed | _____ | _____ |

Narrative section addressing Selection Factors per Section 4280.42(b)

- a. Is Ultimate Recipient's legal structure documented? ___ ___
- b. Will the 20% minimum financing be provided to
the project after the date of application receipt?
(See Section 4280.29) ___ ___
- c. Is location of the project in a Rural Area or
will it significantly benefit residents of
rural areas? ___ ___
- d. Was number and description of proposed jobs
provided? ___ ___
- e. Did the application contain the recipient's
business plan? ___ ___
- f. Did the application contain the required 3 years of
financial projections? ___ ___
- g. Are financial projections reasonable and indicative
of ability to meet all debt service requirements
for repayment of the loan? ___ ___

If "NO" is answered to any question above, further information should be requested.

Check for ineligibility of project costs per §4280.27:

- a. Will the loan refinance existing debt of the project? ___ ___
- b. Are project costs incurred before the application
receipt date requested as part of the REDL loan
request? ___ ___
- c. Will the loan create a conflict, or the appearance
of a conflict of interest? ___ ___
- d. Will the project be used for other purposes as
listed in Section 4280.27? ___ ___

If "YES" is answered to any statement above, the project may be ineligible for financing.

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For RLF grants, the Intermediary's Revolving Loan Fund Program Plan
was provided _____

If applicable, a design for the telecommunications project
per § 4280.42(b)(1)(iii) was submitted. _____

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